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ZERO HOURS CONTRACT

THIS AGREEMENT is made on [Insert day, month, year]

BETWEEN:

[Insert Organisation name and address]
the "Organisation"

AND

[Insert Worker's name and address]
the "worker"

WHEREBY IT IS AGREED as follows:

1. Interpretation

Unless the context otherwise admits words importing one gender shall include all other genders and words importing the singular shall include the plural and vice versa.

2. Period of Service

The worker's period of service commenced on the commenced on the [Insert day, month, year]. No work or employment with a previous organisation shall count as part of the period of continuous service.

3. Work Title and Description

The worker will be offered work by the organisation in the position of [Insert worker's title]. The worker's work description and duties will consist of the following, [Insert a full description of work and duties]. These duties may change and develop over time.

Therefore, the organisation reserves the right, upon giving reasonable notice, to require the worker to perform other duties within the worker's capability.

4. Place of Work

The worker shall work at the organisation's offices at [Insert workplace address] and at such other places as the satisfactory discharge of his duties shall require and shall if required, temporarily assist at any other office held by the organisation now or in the future.

5. Hours & Periods of Work

5.1 The organisation requests that the worker work such days and hours as required by the organisation and agreed from time to time between the organisation and the worker. For the avoidance of doubt, the worker shall not be required to work in excess of the working week as set out in the Working Time Regulations 1998 (as amended), unless agreed in writing that this limit should not apply.

5.2 The organisation will employ the worker on a casual basis and has no obligation to provide the worker with any set or minimum hours or days of work, nor any minimum periods of work.

5.3 Likewise the worker has no obligation to accept any offer to work made by the organisation at any time.

5.4 The worker is entitled to all normal lunch or break periods required by law and to the same lunch or break periods provided to other workers, (where more generous than the statutory minimum).

6. Probationary Period

6.1 The worker shall work for a trial period of three months, and this shall be the probationary period. The work may be terminated by either party, (the worker or organisation) at any time during or at the immediate end of the probationary period.

6.2 If the organisation deems it appropriate this probationary period may be extended by giving notice to the worker in writing.

7. Pay

7.1 The organisation shall pay the worker a gross pay of [Insert amount in words and numbers, e.g. £12, Twelve Pounds] per hour, paid weekly and subject to review according to a satisfactory assessment as set out in clause 8 below. There is however no contractual entitlement to any increase in the worker's basic salary. Any changes to salary will be notified to the worker in writing.

7.2 An itemised pay statement of the worker's earnings and deductions will be given at the time of payment.

8. Assessments

The organisation will assess the worker after the first three months of his work and then every 12 months thereafter.

9. Deductions

The organisation reserves the right to make deductions from the worker's pay as follows:

9.1 Where the organisation has overpaid the worker for any reason.

9.2 Where the organisation suffers loss by failure of the worker to follow instructions or exercise diligence.

9.3 If the worker causes damage to the organisation's property the value of replacement or repair shall be deducted.

9.4 When the worker leaves the organisation, the organisation will deduct any overpayments, advances and holiday pay taken in excess of the workers pro-rata allowance.

Sample document – the remaining are clause headings only
Full document contains all clauses

10. Expenses

11. Holidays

12. Sickness and Disability

13. Pension

14. Notice

15. Grievance and Disciplinary Procedure

16. Retirement

17. Severability

18. Prior Agreements

19. Jurisdiction

SCHEDULE 1

Worker's Working Week:

As agreed between the organisation and the worker from time to time and strictly on a casual basis.

Worker's Hours of Work:

As agreed between the organisation and the worker from time to time and strictly on a casual basis.

Worker's Hours of Lunch or Break (when working):

[Insert normal times of lunch or work break, e.g. 1pm] to [2pm]

SIGNED (for and on behalf of):

[Insert organisation name]

[Insert name of person signing on organisation's behalf]

[Insert their position]

Signature: _____

SIGNED by the worker:

[Insert worker's name]

Signature: _____

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